

| <b>STATE &amp; FEDERAL SURPLUS PROPERTY<br/>POLICY &amp; PROCEDURES</b> |                                       |                                       |
|---|---------------------------------------|---------------------------------------|
| NUMBER:<br><b>GSD-SFP-09</b>  | TITLE:<br><b>Vehicle Inspection</b>   | APPROVAL:<br><b>Amy Rice, Manager</b> |
| EFFECTIVE DATE:<br><b>May 08, 2006</b>                                  | REVISED DATE:<br><b>March 1, 2014</b> | REFERENCES:<br><b>ORC 125.13</b>      |

**PURPOSE:**

To define the policy for DAS State and Federal Surplus customers for inspecting vehicles prior to purchase.

**POLICY:**

DAS State and Federal Surplus will allow state agencies and tax supported organizations to inspect, start and drive vehicle's available for purchase. Vehicles can only be driven within the Surplus vehicle parking lot and within a reasonable amount of speed.

DAS State and Federal Surplus will allow the general public an opportunity to inspect vehicles the week before a public auction. The general public can obtain keys and start vehicles on the Friday before an auction. However, the general public cannot drive the vehicles around the lot. A valid driver's license or state ID is required, and each person is eligible to take three sets of keys at a time.

**PROCEDURES:**

State agency and political subdivisions representatives can obtain keys, start, and drive (e.g. at a reasonable speed) around the Surplus vehicles parking lot prior to purchase.

The agency "debit card" is required as evidence the individual is a representative of the agency or political subdivision.